

Notice of Vacancy

WIC - Program Aide

A Full Time position is available with the Warren County Women, Infant and Children (WIC) Program. This work includes a variety of clerical duties and public information tasks involving dissemination of information regarding WIC eligibility and benefits. Position requires travel (vehicle provided) to various clinic sites throughout Warren County. Position requires face-to-face participant and telephone contact, the ability to multi-task and strong computer skills.

Minimum qualifications: Graduation from high school or possession of a high school equivalency diploma and a current NYS Driver's License. Warren County residency is required.

Salary is \$24, 215 / annually with a Warren County benefit package. Position will be filled on Civil Service requirements. A provisional appointment will be made with examination to be held at a later date. Candidate must meet civil service requirements for appointment following establishment of eligible list.

Resumes will be accepted through August 2, 2013. Please send a letter of intent and resume to Toni Roth (Coordinator) at Warren County WIC, 1340 State Rte 9, Lake George, NY 12845 or rotha@warrencountyny.gov

Warren County is an EOE/AA Employer.